
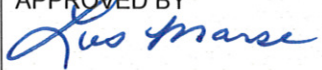


State of Alaska Department of Education and Early Development  <b>Policy and Procedure</b>		POLICY AND PROCEDURE NUMBER  <b>EUS – 14</b>	PAGE  <b>1 of 5</b>
		EFFECTIVE DATE	
SUBJECT <b>Web Filtering Waiver</b>		SUPERCEDES <b>All Previous Editions</b>	
SECTION  <b>Education Support Services</b>	SECTION  <b>Information Technology</b>	APPROVED BY  <b>Les Morse, Deputy Commissioner</b>	

## PURPOSE

To define the waiver process Education & Early Development (EED) personnel must use to obtain access to otherwise prohibited websites when there is a defined business requirement for the exception.

The State of Alaska (SOA) monitors and filters all web based traffic to the internet for non-business related material and malicious content. The reasons for this monitoring are; to conserve bandwidth, to minimize the cost of conducting SOA business and to provide security to SOA networks and assets which contain sensitive and/or confidential information.

## POLICY

This policy stipulates:

- Approval process
- Commissioner's designees for this policy/procedure
- Prohibited website categories
- Website filtering waiver form requirements

### Approval Process

- Requester must complete the Web Filtering Waiver Form
- Submit form to Division Director for approval and signature
- Approved form is submitted to the Commissioner's Office or designee for approval

### Commissioner's Designee(s)

- Deputy Commissioner
- Director, Administrative Services
- Executive Director ACPE
- IT Manager

### Prohibited Website Categories

Access to the website categories listed below is NOT accessible within the SOA networks without a web filtering waiver:

- Known infected sites: Virus, Worm, Trojans, botNet, known compromised, etc.
- Advertisements
- Online Storage
- Games
- Religion
- Humor/Jokes
- Intimate Apparel/Swimsuit
- Spyware/Malware sources
- Pay to Surf
- Spyware effects/Privacy concerns
- Hacking
- Suspicious
- Proxy Avoidance
- SOA Blocked List: known compromised or exploited sites
- Gambling
- Sports
- Shutterfly, etc
- Phishing
- Pornography

### Website Filtering Waiver Form Requirements

All EED personnel who have a defined business requirement for access to websites that are otherwise restricted must submit a Web Filtering Waiver form for evaluation and approval. This form can be obtained from the EED Intranet site.

Waivers must be approved by the Commissioner or designee and forms will be reviewed to ensure that requested website access is necessary to the position for which the waiver is requested. Requesters may be required to provide additional detail to support the request for web access.

If a waiver is requested for a department, division or section as a whole, the Business Owner will be required to sign the waiver form and will be held accountable for the users of the department, division or section. Each users name and IP address must be provided.

All participating personnel must provide an original signature on the web waiver filtering form and must have read and understood all aspects of the following policies prior to submitting the waiver form:

- SOA: ISP-166 Web Filtering and ISP-172 Business Use/Acceptable Use
- EED: This policy and EUS-8 General Use of Office Technologies

## PROCEDURE

- Requester selects the EED Web Filtering Waiver Form from the <http://intranet/forms> webpage
  - Requester must read and acknowledge the policies cited in the waiver form.
- The completed request is submitted to the Division Director.
  - The Director may stipulate approval of the requester's program manager as part of this process.
- Approved form is submitted to the Commissioner's designee(s).
- Approved form is forwarded to the IT Technical representative to accomplish the appropriate SoA Active Directory Security Group assignments for the requested access.
  - The IT Technical representatives are;
    - IT Manager
    - Network Service Manager
- A signed User Acknowledgement form is required for approved access to on-line storage, file transfer, or file synchronization sites.

## AUTHORITY

AS 44.17.030: Each Commissioner's responsibility for administration of their department  
AS 44.27.020: Duties of the Department of Education and Early Development  
AS 44.62.640(3): Definition of policies for a state agency  
AS ISP-166: Information Security Policy regarding Web Filtering  
AS ISP-172: Information Security Policy regarding Business Use/Acceptable Use

## IMPLEMENTATION RESPONSIBILITY

The Commissioner, Deputy Commissioner, Division Directors, and Program Managers.





## EED Web Filtering Waiver Form

Request for access to blocked internet sites

This form is valid for one year from the signed approval date. The completed form must be signed by the requester, their Division Director, and the Commissioner's designee. If this request addresses access for a division or section as a whole, an addendum containing the signatures of each user must be attached to this request.

**Signing this form acknowledges your agreement to adhere to the following policies:**

- **EED; EUS-14 Web Filtering Waiver**
- **SOA; ISP-166 Web Filtering and ISP-172 Business Use/Acceptable Use**

Type of Request:

New Request: ☐

Renewal: ☐

Internet site(s):

---

---

---

Frequency of access:

Frequent: ☐ Occasional: ☐ One-time: ☐

Business requirement for  
access to site(s):

---

---

---

Alternative considerations for  
access to site(s):

---

---

---

Requester Information:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(State of Alaska UserID – the ID you use to access Email)

\_\_\_\_\_  
(Division)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Division Approval:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Commissioners Office / Commissioners Office Designee Approval:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## On-line Storage, File Transfer or File Synchronization User Acknowledgement Form

The below named employee has submitted a Web Filtering Waiver request and received approval to access these services.

On-line Storage, File Transfer or File Synchronization services, such as SkyDrive, YouSendIt, box.net and Dropbox, are not approved State of Alaska IT standard applications. Neither the State of Alaska nor the Department of Education & Early Development has entered into a contract with such on-line services due to the limitations of their terms of service.

These sites generally have only a modest security effort and any data transferred to them are considered as viewable by the general public. It is the employees' responsibility to ensure that **EED Sensitive** data is NOT placed on these sites.

- Sensitive data includes but is not limited to documents that contain
  - Personal Identifiable Information
  - Student Personal Information, including state student ID number
  - Internal Department Policies

All accounts created under this waiver must comply with the following:

- Utilize the employee's state email account.
- User accounts must have strong passwords.
  - Different password than that associated with SoA accounts.
  - At least 8 characters in length and include 3 out of 4 of the following character types; uppercase, lowercase, numbers, special characters.
- Confidential, Sensitive or privileged work-related files **must not** be stored online.
  - Employees may use these sites to store reference materials that are not considered Confidential or Sensitive in nature.
  - Any incidences to the contrary must be reported immediately to the EED Information Security Officer; Erik McCormick or to the Computer Security Designees; Bob Heflin or Pat Monagle.
- Employees canceling or no longer using on-line storage for work purposes must ensure that all work-related content has been removed from the account and any linked device(s).
  - The same applies for employees separated from State of Alaska employment.

The undersigned has read, understood and agreed to abide by policies regarding the protection, account and password maintenance and incident disclosure, if any, as may be required by the employing agency.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

